



Job Opportunity City of Kankakee

Position: Staff Accountant

Position Purpose: The Staff Accountant will produce in-depth reports that suggest strategic and operational changes. They will collect, monitor and study business data to create custom reports that help control costs, identify process slowdowns and ensure compliance with industry standards.

Essential Functions

- Identify different types of data that need tracking to improve business performance.
- Generate easy-to-interpret reports based on collected data.
- Work with the management team to prioritize suggested changes to each business segment.
- Use statistical methods to identify areas for operational improvement and make suggestions for streamlining processes.
- Write improved procedural manuals for the CDA department.
- Work with department manager to create data collection guidelines for internal use.

General Job Requirements

- Bachelor's degree from an accredited college or university with major course work in Mathematics or Business related field.
- Strong attention to detail
- Analyst experience preferred
- High-Level math skills and the ability to translate mathematical information into concise reports.

To apply submit resume to Jllexson@citykankakee-il.gov or download application and drop off to Human Resources Department at 304 South Indiana Kankakee, IL 60901